

**BOARD OF DIRECTORS**  
**Regular Study Meeting - 5:30 PM**  
**May 5, 2020**  
**Online/Virtual Zoom Meeting**

**IMPORTANT MEETING NOTICE:** Pursuant to the Governor's Proclamation No. 20-28, school board meetings during the COVID-19 disease outbreak must not take place in-person, but occur remotely. **Members of the public who wish to listen to the meeting via telephone may do so. The call in number is 1-301-715-8592. An access code is required and can be obtained ahead of time by contacting Susie Golden at 509-526-6715 or [sgolden@wwps.org](mailto:sgolden@wwps.org).**

I. **CALL TO ORDER:** (5:30 p.m.) *Mr. Wells*

II. **FLAG SALUTE (Temporarily Suspended for Online/Virtual Zoom Meetings):**

III. **ROLL CALL:**

Mr. Sam Wells, President                      Mr. Eric Rindal  
Mr. Derek Sarley, Vice President        Mrs. Terri Trick  
Mrs. Ruth Ladderud

IV. **APPROVAL OF AGENDA:** *Mr. Wells*

V. **CONSENT AGENDA:** *Mr. Wells*

1. Personnel Report
2. May 5 Accounts Payable and April Payroll
3. Resolution 06-2020 Delegating Authority to WIAA 2020-2021
4. Regular Business Meeting Minutes of April 21, 2020

VI. **STUDY ITEMS:** (5:35 p.m.) *Mr. Wells*

1. Legislative Update and Planning Discussion with Lobbyist: *Mr. Derek Sarley*
2. Budget Update and Planning Parameter Discussion: *Dr. Wade Smith & Mrs. Nancy Taylor*

VII. **ADJOURNMENT:** (7:15 p.m.) *Mr. Wells*



## **PERSONNEL REPORT**

May 5, 2020 – Board Meeting

Date: April 30, 2020

### **RESIGNATION/RETIREMENT**

Certificated: Krystal Ceron-Tapia, Special Education, Sharpstein Elementary School, 1 year

Classified: Cheryl Shay, Health Clinician RN, Health Services, 3 years

## WARRANT SUMMARY

Vouchers audited and certified by the auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of May 5, the Board, by a majority vote, does approve for payment those vouchers and electronic transfers included in the following list and described as follow:

Warrant Date	Warrant Number	Fund	Warrant Number	Amount
		<b>General Fund</b>		
5/5/2020	192783	Through	192864	\$ 337,968.44
5/5/2020	192000710	Wire Transfer	192000720	\$ 693.40

		<b>Capital Projects</b>		
5/5/2020	190096	Through	190104	\$1,397,427.45

		<b>ASB</b>		
5/5/2020	190186	Through	190199	\$ 3,580.38
5/5/2020	192000721	Wire Transfer	192000721	5.00
		Through		

		<b>Transportation Vehicle</b>		
		Through		

		<b>Payroll</b>		
4/30/2020	192747	Through	192782	\$1,954,574.58
4/30/2020	101400001	Wire Transfer	101401158	\$2,722,739.76
4/30/2020	N/A	Payroll Taxes	N/A	\$ 898,238.56

<b>TOTAL:</b>	<b>\$7,315,227.57</b>
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**BOARD OF DIRECTORS:**

President	Member
Member	Member
Member	

**SECRETARY TO THE BOARD:**

\_\_\_\_\_  
Dr. Wade Smith, Superintendent



### SCHOOL BOARD RESOLUTION

Electronic form available at: [wiaa.com/resolution.aspx](http://wiaa.com/resolution.aspx)  
Return by the **second Friday in June** annually.

School District Type (select one):  Public  Private  Charter  Tribal

School District Name: Walla Walla Resolution # (optional): 06-2020 Date: 05/05/2020

By action of the 1976 Legislature, each School District Board of Directors may delegate control, supervision, and regulation of any extracurricular activity to the WIAA and compensate such entity for services provided.

The local **SCHOOL BOARD PRESIDENT** and **SUPERINTENDENT** must sign this resolution form to indicate that the School Board has approved the Public School District's or Private School's membership with the Washington Interscholastic Activities Association (WIAA) and as members, these schools will follow the WIAA Rules and Regulations.

#### DELEGATING AUTHORITY TO WIAA

WHEREAS Chapter 32, Laws of 1975-76, 2nd Ex. Sess. grants authority to each school district board of directors to control, supervise and regulate the conduct of interschool athletic activities and other interschool extracurricular activities of an athletic, cultural, social, or recreational nature for students in the district.

WHEREAS Chapter 32, Laws of 1975-76, 2nd Ex. Sess. authorizes school district boards of directors to delegate control, supervision and regulation of any of the aforesaid activities to any voluntary, nonprofit entity and to compensate any such entity for services provided subject to the satisfaction of certain conditions and approval by the State Board Of Education.

WHEREAS the Washington Interscholastic Activities Association is a voluntary, nonprofit entity which has satisfied the conditions, expressly set forth in Chapter 32, Laws of 1975-76, 2nd Ex. Sess. and has further been approved by the State Board of Education in action taken on August 17, 1977.

WHEREAS the board of directors of directors of the following School District or School being otherwise fully informed of the rules and regulations of the Washington Interscholastic Activities Association as approved by the State Board of Education and recognizing that said rules and regulations provide for private sponsorship of post-season tournaments for extracurricular activities by WIAA, consent to abide by such rules and regulations.

NOW THEREFORE, the board of directors of the following School District or School hereby delegates to the Washington Interscholastic Activities Association the authority to control, supervise and regulate interschool activities consistent with the rules and regulations of WIAA. The Board of Directors retains the right to establish eligibility standards that meet or exceed the rules and regulations of WIAA.

#### INTERSCHOLASTIC OFFICIALS L&I COVERAGE STATEWIDE

Beginning July 1, 1988, interscholastic sports officials were covered by Washington State Labor and Industries via a common rate and payment system that eliminated game-by-game calculations and record keeping by school and/or district business offices. WIAA will guarantee payment of L&I premiums for WOA registered officials for all interscholastic activities under WIAA's jurisdiction and will assess WIAA member schools via classification rates at the same time service fees are billed. Officials L&I coverage is only in effect for activities authorized and offered by School Board approval and listed on the school's WIAA membership form.

**By signing below** the School District Superintendent/Head of School, School Board President (for Public School Districts), and school board members agree to the information above for the public school district or private school listed above, on or before the date listed above.

Superintendent/Head of School: Wade Smith Signature: \_\_\_\_\_

School Board President (if applicable): Sam Wells Signature: \_\_\_\_\_

School Board Members (list WIAA Contact as first school board member):

1. Sam Wells Signature: \_\_\_\_\_

2. Derek Sarley Signature: \_\_\_\_\_

3. Ruth Ladderud Signature: \_\_\_\_\_

4. Eric Rindal Signature: \_\_\_\_\_

5. Terri Trick Signature: \_\_\_\_\_



**BOARD OF DIRECTORS**  
**Regular Business Meeting – 5:30 p.m.**  
**April 21, 2020**  
**Online/Virtual Zoom Board Meeting**

**PRESENT**

**BOARD OF EDUCATION**

Mr. Sam Wells, President  
Mr. Derek Sarley, Vice President  
Mrs. Ruth Ladderud  
Mrs. Terri Trick  
Mr. Eric Rindal

**ADMINISTRATORS**

Dr. Wade Smith, Superintendent

**AUDIENCE**

Including board members, administrators and guests, approximately 12 were in attendance remotely via online/virtual Zoom video communication. The press was represented via teleconference.

**I. CALL TO ORDER**

The meeting was called to order at 5:30 p.m. by President Mr. Sam Wells.

**II. FLAG SALUTE**

Mr. Wells announced the flag salute has been temporarily suspended while meetings are being held online.

**III. ROLL CALL**

All board members were present.

**IV. APPROVAL OF AGENDA**

Mr. Sarley moved and Mrs. Ladderud seconded approval of the agenda as presented; the motion carried unanimously.

**V. CONSENT AGENDA**

Mr. Sarley moved and Mrs. Trick seconded approval of the consent agenda consisting of the following items: 1) personnel report; 2) issuance of contracts & notification of reasonable assurance; 3) April 7 & 21 accounts payable and March payroll; 4) March financial report; 5) surplus equipment and materials; 6) Lincoln value engineering study report; 7) Garrison Middle School reroof project; 8) special meeting minutes of March 16, 2020 and 9) regular business meeting minutes of March 17, 2020. The motion carried unanimously.

**VI. SPECIAL PROGRAMS/INTRODUCTIONS/ANNOUNCEMENTS**

**Teacher Appreciation Week, May 4-8, 2020:** Dr. Smith announced Teacher Appreciation Week is May 4-8, 2020. He and the board of directors thanked the local Walla Walla Valley Education Association and educational staff for their dedication and outstanding contributions to Walla Walla Public Schools.

**VII. COMMUNICATIONS****VIII. CITIZENS' COMMENTS****IX. REPORTS**

**Board of Directors Report:** Board members thanked Superintendent Smith and all district staff for their exceptional work in supporting students and families during school closures due to the COVID-19 pandemic. Mr. Rindal and Mrs. Ladderud mentioned their participation in weekly WSSDA COVID-19 phone conferences.

**Superintendent's Report:**

Dr. Smith reported on the new Spanish Face Book page and Spanish hotline developed by Equity and Dual Programs Director Dr. Julie Perron and her staff; reported his participation in many local school district and statewide Zoom meetings, addressing K-12 education matters affected by school closures due to the COVID-19 pandemic; reported WaHi Principal Mr. Ron Higgins and Lincoln Principal Mrs. Marci Knauft are working on graduation plans; and reviewed guidance received from OSPI on grading practices for the last semester of the 2019-20 school year.

**Enrollment Report:** Dr. Smith reported OSPI has calculated enrollment through the end of the year using historic trends, based off of March enrollment: April 5654 FTE, May 5649 FTE and June 5640 FTE.

**Policy 1<sup>st</sup> Reading:** Dr. Smith presented Policy 2409 – Credit for Competency/Proficiency for first reading.

**Draft Budget Planning Parameters Discussion:** Dr. Smith and board members discussed the proposed 2020-2021 budget development timeline.

**Resolution 05-2020 – Emergency Waiver of High School Graduation Credits:** Dr. Smith presented Resolution 05-2020 – Emergency Waiver of High School Graduation Credits. Board members shared their thoughts on this resolution, and feel there is no need to pass the resolution at this time.

**X. ACTION ITEMS**

**Resolution 05-2020 – Emergency Waiver of High School Graduation Credits:** Being no motion, the resolution died without a vote.

**XI. ADJOURNMENT**

President Wells declared the meeting adjourned at 7:22 p.m.

Minutes to be presented for board approval on May 5, 2020.

**APPROVED:**


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Dr. Wade Smith, Superintendent  
and Secretary of the Board  
*- Mrs. Susie Golden, Recorder*

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Mr. Sam Wells  
President of the Board



# Budget Development

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2020-21 PROCESS, TIMELINE & PLANNING PARAMETERS



**Walla Walla Public Schools**

Developing Washington's Most Sought-After Graduates

# 2020-21 Budget Development Timeline

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- ✓ **March 3<sup>rd</sup> (Bd Mtg)**
  - 2019-20 Projected EFB Report and Legislative Update
- ✓ **March 17<sup>th</sup> (Bd Mtg)**
  - Preliminary “Look Ahead” and Budget Planning Parameter Discussion
    - Review draft parameter discussion (EFB, enrollment, revenue/expenditure, etc)
    - Additional parameters/considerations needed?
- ✓ **April 21<sup>st</sup> (Bd Mtg)**
  - Review Possible Additional Parameters/Considerations/~~Updated State Data~~ (Not available yet). However, we did just learn that the 1.6% IPD will remain in effect for next year. This is a great relief and was a significant concern of mine.
- **May 5<sup>th</sup> (Bd Mtg)**
  - Draft Budget Planning Parameters Reviewed and Finalized
- **May 19<sup>th</sup> (Bd Mtg)**
  - Budget Planning Parameters Approved
- July 10<sup>th</sup> (Last day to have budget, summary and 4 year projection completed and available for public inspection per RCW)
- **July 21<sup>st</sup> (Bd Mtg)**
  - Final 2019-20 Projected EFB Report
- August 4<sup>th</sup> and August 11<sup>th</sup> (Posting requirements in paper of record per RCW)
- **August 18<sup>th</sup> (Bd Mtg)**
  - Budget approval



# Proposed Planning Parameters

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- Enrollment
  - -25, Roll Up, +25
- Preventative Maintenance
  - Less \$400K, Less \$200K, No Reduction
- 20-21 and 21-22 Mitigation
  - Less \$500K/yr, Less \$1.0M/yr, Less \$1.5M/yr
- EFB/Deficit Spending:
  - Will be influenced by the above factors

# Budget Planning Scenarios Prepared

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- 3 Scenarios: Conservative, Moderate & Aggressive
  - Built around varying levels of financial risk
    - Assumptions Used:
      - Based off of preliminary F-203
      - No Multi Year Tool is available yet
      - CARES Act monies can only be used for OSPI approved, COVID-related reimbursable expenses per 4/30 guidance from OSPI

# COVID-19 Superintendent Mitigation Measures

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- Already begun collapsing open positions, when feasible.
- Delay most hiring until late spring/summer until we have a better picture of the financial outlook.
- Procure some 2020-21 programmed purchases out of excess 2019-20 COVID-created capacity to reduce 2020-21, 5-9 expenditures (this is a 1-time savings that will have to roll back into 2021-22 budget).
- Maximize carryover capacity (when allowable) in specific grant funds to help offset 2020-21 reductions (a 1-time savings).
- Pre-staff for 2 classrooms of TK with the ability to ramp up to 3 or 4 depending on late summer enrollment.

# Detailed Scenario Charts

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- Following 2 Pages
  - Page 1 shows the Moderate Scenario with explanations for specific call-outs
  - Page 2 shows the Conservative and Aggressive
  - Page 3 shows a summary-level view of each (for an easier comparison)

Moderate			
	School Years		
	2019-20	2020-21	2021-22
<b>Revenue</b>			
Student FTE Assumption (OSPI MYT)	5682	5682	5682
Student FTE Assumption (Forecasted)	5673	5688	5688
Student FTE Ratio	0.9984	1.0011	1.0011
Basic Ed Program Total (OSPI MYT)	62.02	64.17	65.26
Basic Ed Program Total (Forecasted)	61.92	64.24	65.33
PLT/SEBB(OSPI MYT) (Inc above in out years)	0.98	Inc Above	Inc Above
PLT/SEBB	0.98	Inc Above	Inc Above
LEA	3.3	3.3	3.3
Levy	7.5	9.7	10.1
<b>Total State and Local (Forecasted)</b>	<b>73.70</b>	<b>77.24</b>	<b>78.73</b>
<b>Hold Harmless</b>	<b>2.10</b>	<b>0.00</b>	<b>0.00</b>
<b>Other Revenue (2000, 5000-8000)</b>	<b>9.76</b>	<b>9.60</b>	<b>9.60</b>
<b>Mid Session and 21-22 Mitigation</b>		<b>-1.00</b>	<b>-1.00</b>
<b>Total Revenue Projected</b>	<b>85.56</b>	<b>85.84</b>	<b>87.33</b>
CARES Reimbursement	0.4	0.6	
<b>Beginning Fund Balance</b>	<b>9.5</b>	<b>10.16</b>	<b>8.86</b>
<b>Expenditures</b>			
Budgeted Baseline	86.03	86.03	88.63
Preventative Maintenance Enhancement	Already Includes 800K	-0.20	Inc
B-3 Sped		-0.40	Inc
Contract Rollups	Inc	3.50	2.50
5-9's and Contract/Inflation Increases	Inc	0.20	0.20
Staff Attrition		-0.50	
Budgeted Total	86.03	88.63	91.33
Projected (99.5% in 19-20/99% After)	85.60	87.74	90.42
Maximize Fed Carryover	0.30		
<b>EFB (\$M)</b>	<b>10.16</b>	<b>8.86</b>	<b>5.77</b>
<b>EFB (%)</b>	<b>11.8%</b>	<b>10.0%</b>	<b>6.3%</b>
<b>Assumptions/Realities</b>			
	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>
Enrollment(K-12)	-30 Budgeted / Actual -9	Flat	Flat
Enrollment (TK)	NA	2 classrooms	3 classrooms
Deficit Spending	(0.04)	(1.91)	(3.09)

Resulting from 19-20 legislative adjustment where DCYF is now the Birth-3 fiscal agent

In-house mitigation measures taken to reduce deficit

Maximizing Federal carryover per CARES Act rules to help preserve employment

Recently-released Title 1A Reductions

Revised CARES ACT Guidance

Updated expenditure projections

Conservative			
	School Years		
	2019-20	2020-21	2021-22
<b>Revenue</b>			
Student FTE Assumption (OSPI MYT)	5682	5682	5682
Student FTE Assumption (20-21 Roll Up Less 25)	5673	5663	5663
Student FTE Ratio	0.9984	0.9967	0.9967
Basic Ed Program Total (OSPI MYT)	62.02	64.17	65.26
Basic Ed Program Total (Forecasted)	61.92	63.96	65.04
PLT/SEBB(OSPI MYT)	0.98	Inc Above	Inc Above
PLT/SEBB	0.98	Inc Above	Inc Above
LEA	3.3	3.3	3.3
Levy	7.5	9.7	10.1
<b>Total State and Local (Forecasted)</b>	<b>73.70</b>	<b>76.96</b>	<b>78.44</b>
<b>Hold Harmless</b>	<b>2.10</b>	<b>0.00</b>	<b>0.00</b>
<b>Other Revenue (2000, 5000-8000)</b>	<b>9.76</b>	<b>9.60</b>	<b>9.60</b>
<b>Mid Session and 21-22 Mitigation</b>		<b>-1.50</b>	<b>-1.50</b>
<b>Total Revenue Projected</b>	<b>85.56</b>	<b>85.06</b>	<b>86.54</b>
CARES Reimbursement	0.4	0.6	
<b>Beginning Fund Balance</b>	<b>9.5</b>	<b>10.16</b>	<b>8.27</b>
<b>Expenditures</b>			
Budgeted Baseline	86.03	86.03	88.43
Preventative Maintenance Enhancement	Already Includes 800K	-0.40	Inc
B-3 Sped		-0.40	Inc
Contract Rollups	Inc	3.50	2.50
5-9's and Contract/Inflation Increases	Inc	0.20	0.20
Staff Attrition		-0.50	
Budgeted Total	86.03	88.43	91.13
Projected (99.5% in 19-20/99% After)	85.60	87.55	90.22
Maximize Fed Carryover	0.30		
<b>EFB (\$M)</b>	<b>10.16</b>	<b>8.27</b>	<b>4.60</b>
<b>EFB (%)</b>	<b>11.8%</b>	<b>9.4%</b>	<b>5.0%</b>
<b>Assumptions/Realities</b>			
	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>
Enrollment(K-12)	-30 Budgeted / Actual -9	-25	-25
Enrollment (TK)	NA	2 classrooms	3 classrooms
Deficit Spending	(0.04)	(2.49)	(3.68)

Aggressive			
	School Years		
	2019-20	2020-21	2021-22
<b>Revenue</b>			
Student FTE Assumption (OSPI MYT)	5682	5682	5682
Student FTE Assumption (Forecasted)	5673	5713	5713
Student FTE Ratio	0.9984	1.0055	1.0055
Basic Ed Program Total (OSPI MYT)	62.02	64.17	65.26
Basic Ed Program Total (Forecasted)	61.92	64.52	65.62
PLT/SEBB(OSPI MYT)	0.98	Inc Above	Inc Above
PLT/SEBB	0.98	Inc Above	Inc Above
LEA	3.3	3.3	3.3
Levy	7.5	9.7	10.1
<b>Total State and Local (Forecasted)</b>	<b>73.70</b>	<b>77.52</b>	<b>79.02</b>
<b>Hold Harmless</b>	<b>2.10</b>	<b>0.00</b>	<b>0.00</b>
<b>Other Revenue (2000, 5000-8000)</b>	<b>9.76</b>	<b>9.60</b>	<b>9.60</b>
<b>Mid Session and 21-22 Mitigation</b>		<b>-0.50</b>	<b>-0.50</b>
<b>Total Revenue Projected</b>	<b>85.56</b>	<b>86.62</b>	<b>88.12</b>
CARES Reimbursement	0.4	0.6	
<b>Beginning Fund Balance</b>	<b>9.5</b>	<b>10.16</b>	<b>9.44</b>
<b>Expenditures</b>			
Budgeted Baseline	86.03	86.03	88.83
Preventative Maintenance Enhancement	Already Includes 800K	Inc	Inc
B-3 Sped		-0.40	Inc
Contract Rollups	Inc	3.50	2.50
5-9's and Contract/Inflation Increases	Inc	0.20	0.20
Staff Attrition		-0.50	
Budgeted Total	86.03	88.83	91.53
Projected (99.5% in 19-20/99% After)	85.60	87.94	90.61
Maximize Fed Carryover	0.30		
<b>EFB (\$M)</b>	<b>10.16</b>	<b>9.44</b>	<b>6.94</b>
<b>EFB (%)</b>	<b>11.8%</b>	<b>10.6%</b>	<b>7.6%</b>
<b>Assumptions/Realities</b>			
	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>
Enrollment(K-12)	-30 Budgeted / Actual -9	plus 25	plus 25
Enrollment (TK)	NA	2 classrooms	3 classrooms
Deficit Spending	(0.04)	(1.32)	(2.50)



# EFB Analysis and Risk Discussion

Level of Risk	Enrollment Assumptions	Impact to Baseline	Prev Maint Investment	Impact to Baseline	20-21 Mid-Session and 21-22 Mitigation (per year)	Impact to Current F203 Projections (20-21)	Impact to MYT Projections (21-22)										
Aggressive	Roll Up Plus 25	\$ 250,000	Continuation (\$800k)	\$ -	Minimal	\$ 500,000	\$ 500,000										
Moderate	Roll Up	\$ -	Less \$200K	\$ 200,000	Moderate	\$ 1,000,000	\$ 1,000,000										
Conservative	Roll Up Less 25	\$ (250,000)	Less \$400K	\$ 400,000	Significant	\$ 1,500,000	\$ 1,500,000										
	Enrollment Assumptions	Prev Maintenance Investment	20-21 Mid-Session and 21-22 Mitigation (per year)	19-20 Projected EFB %*	19-20 Proj. EFB (\$M)*	20-21 EFB %	20-21 EFB (\$M)	Deficit Spend (\$M)	21-22 EFB %	20-21 EFB (\$M)	Deficit Spend (\$M)						
Moderate Budget	Roll Up	Less \$200K	Moderate (-\$1M/yr)	11.8%	10.16	10.0%	8.86	(1.91)	6.3%	5.77	(3.09)						
Aggressive Budget	Roll Up +25	Continuation	Minimal (-500K/yr)	11.8%	10.16	10.6%	9.44	(1.32)	7.6%	6.94	(2.50)						
Conservative Budget	Roll Up -25	Less \$400K	Significant (-\$1.5M/yr)	11.8%	10.16	9.4%	8.27	(2.49)	5.0%	4.60	(3.68)						

Description of Possible Reductions from State	Impact
Reduction of Prof Learning Day	(\$165,000)
1.6% IPD	(\$575,000)
LEA	(\$3,300,000)